Attachment III

REQUIRED INFORMATION TO BE SUPPLIED TO PROGRAM OFFICE

Except as noted below, the Recipient shall submit two (2) copies of the following written reports, indicating the applicable Agreement number, to:

> Department of State
> Bureau of Educational & Cultural Affairs
> Office of International Visitors
> Community Resources Division, ECA/PE/V/C
> 2200 C St. NW, SA-5 3rd Floor
> Washington, D.C. 20522

Failure to comply with these reporting requirements may jeopardize your eligibility for future awards.

A. **Financial and Statistical Reports:**

1. **Monthly Statistical Reports:** Due by the 10th of each month. These reports should indicate by project type and title (for group projects), the number of visitors for whom programs were prepared and the number of English Language Officers/Interpreters (ELOs/Is) assigned. The report should include the following project categories: multi-regional, regional, sub-regional, single country, individuals traveling together, individual, voluntary group, and voluntary individual. The report should also be sent via email to the Community Relations Branch Chief.

2. **Quarterly Projected Expenditure Reports:** Due by the 15th day of the third month of each quarter. These reports should indicate projections for the next quarter in the following categories: **Grant Benefits** Regional Program Visitors Benefits (plus group enhancements, per diem and ground transportation), **Voluntary Visitor Benefits** (plus group enhancements, per diem and ground transportation), **English Language Officer/Interpreter Benefits** (plus per diem and ground transportation) and **Multi Regional**

Projects (MRP group enhancements). **Travel Manager Company (TMC)** Regional/MRP Program domestic air travel, Voluntary Visitor domestic air travel and English Language Officers/Interpreters domestic air travel. **Number of Visitors**: Number of Regional/MRP Program Visitors, number of Voluntary Visitors, and number of English Language Officers/Interpreters. The report should also be sent via email to the Community Resources Division Program Analyst.

3. **CIV/Community Utilization Report:** Due by the 10th of each month. The report is to be formatted in accordance with ECA/PE/V's CIV Utilization software/model document, provided to national program agencies. The report should include the project number for each program. The report should be sent by e-mail to the Community Relations Branch Chief.

B. **Program Reports**

1. **Individual, ITT and Single Country Projects**: For evaluation and reporting purposes, the national program agency officer should maintain regular contact with the ECA/PE/V program officer during these projects and report significant program accomplishments and/or difficulties. While not required, written reports may be submitted when warranted by events during the project, either at the initiative of the national program agency or at the request of the ECA/PE/V program officer. Reports should be sent by e-mail to the ECA/PE/V program officer.

   Group Projects: A two-to-three page project evaluation report must be forwarded as noted below, no later than ten (10) days after the project's conclusion. The report should outline the highlights of each program segment, giving examples of successes and shortcomings of the program and any improvements that could be included in future programs.

   - **For MRPs:** One copy of the report should be emailed to the appropriate ECA/PE/V/M program officer.

- **For RPs:** One copy of the report should be emailed to the appropriate ECA/PE/V/R program officer.

2. **Other Materials**: Copies of all IVLP-related local sponsor program schedules, reports or comments, letters, press coverage and other materials are to be sent to the responsible ECA/PE/V program officer.

3. **Final Project Cost Reports for All Projects**: Actual program costs for all projects should be provided to the ECA/PE/V program officer as soon as possible, but not later than 90 calendar days after project completion.

The cost categories for each project are the same as those on the project authorization.

National program agencies are **NOT** responsible for reporting on:

a. International travel costs;
b. Incoming allowances, unless otherwise instructed by the DOS program officer to provide these funds to the IV.

1. National program agencies **ARE** required to report on the amounts expended for the following categories:

a. Cultural Allowance (national program agency portion). The amount normally held by the national program agency for each visitor.
b. Cultural Allowance (visitor portion). The amount given to the International Visitor.
c. Domestic Air Travel
d. ELO/I Air Travel
e. Ground Transportation
f. Other Costs
g. Outgoing Allowance. Report the amount that has been provided.
h. Per Diem. Report the amount that has been provided.
i. Enhancement Project Costs. Report to the appropriate ECA/PE/V/R program officer for SCPs, SRPs, and RPs; to

the appropriate ECA/PE/V/M program officer for MRPs; and to the appropriate ECA/PE/V/F program officer for VolVis projects.

      j. Educational Allowance.
      k. Group Project Enhancement Costs.

C.   **Other Reports**: Such operating, statistical, and financial information relating to the program as may be requested by the DOS to meet its reporting requirements and answer inquiries concerning the operation of the program.